

**SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

**ATTACHMENT 9- FEMP PROJECT CONTROL/MANAGEMENT REPORTING  
REQUIREMENTS CHECKLIST**

The Contractor is required to initially submit all reports no later than 180 days after contract award (this includes transition period) unless a frequency date that is sooner than 180 days from contract award has been specified, or an extension has been authorized in writing by the Contracting Officer.

FEMP Project Control/Management Reporting Requirements Checklist				
Plan/Report	Frequency	Level	No. Copies or *CD ROM	Address
Revised Project Baseline; certified cost and pricing data	A A	As specified in contract	19*, 1* 5, 1	A, B, A, C
Project Execution Plan	O, A	Total project	19, 1	A, B
Current Year Work Plan	A	PBS, total project	19, 1	A, B
Baseline Summary & Status Report	Q	PBS, total project	19*, 1*	A, B
FY Estimate to Complete Analysis	M	PBS, total project	20	B
Milestone Schedule Status	M	PBS, total project	19, 1	A, B
Cost Management Report	M	PBS, total project	1, 5	A, C
Project Control System Description	O, X	Total Project	18, 1, 1	A, B, C
WBS Dictionary and Index	O, X	Total Project	20*	B
Cost Performance Reports	M	Control Account, PBS	19, 1	A, B
Supplementary Information	A	As required	TBD	A
Quarterly Critical Analysis	Q	PBS, total project	18, 1, 1	A, B, C
Risk Management Plan	O, Q	PBS, total project	5, 1	A, C
IPABS Reporting	Q, M	PBS, total project	database	
Mid-year Review	A	PBS, total project	9, 1	A, B
Year-end Review	A	PBS, total project	9, 1	A, B
Monthly Project Review Meeting	M	PBS, total project	19, 1	A, B
Total Project Cost/ Management Res. Log	Q	PBS, total project	9, 1	A, B
Change Control Log	Q	PBS, total project	9, 1	A, B
Project Performance Forecast	A	PBS, total project	9, 1	A, B

Frequency
A = As requested
M = End of calendar month (within 30 calendar days after date)
O = On contract award (within 30 calendar days after date)
Q = End of calendar quarter (within 30 calendar days after date)
X = Significant Change (within 5 calendar days after date)

Addresses	
A.	Contracting Officer U.S. Department of Energy Fernald Environmental Management Project 7400 Willey Road Cincinnati, OH 45030
B.	Site Director/Contracting Officer Representative U.S. Department of Energy Fernald Environmental Management Project 7400 Willey Road Cincinnati, OH 45030
C.	Chief Financial Officer U.S. Department of Energy Ohio Field Office 1 Mound Road Miamisburg, OH. 45342